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ABSTRACT

This learning activity package is designed to help learners select a trade in which to apprentice, to think about personal factors and to understand typical job requirements and situations. The package offers information about over 200 occupations. After completing the package, learners should have a realistic idea about how well prepared they are to deal with job conditions in the occupations selected for additional study. Five units address the following topics: (1) occupational compatibility--a self-evaluation; (2) scoring and comparing one's occupational compatibility; (3) analyzing one's compatibility score; (4) discovering more about selected occupations; and (5) additional resources to help in the choice. Each unit contains some or all of these components: objectives, considerations to think about while the learner completes the unit, informational material, activity or activities, and considerations to think about when the learner completes the unit. A scoring key for occupations, listing common job characteristics and requirements, and including charts for scoring, is appended. (YLB)

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ED357187

APPRENTICESHIP
A PARTNERSHIP

A Learning Activity Package For Selecting A Trade

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Prepared by the
Apprenticeship Related Instruction Staff

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INTRODUCTION

This learning activity package will help you select a trade in which to apprentice. It will help you think about personal factors, and introduce you to typical job requirements and situations.

This package includes information about over 200 occupations. The scoring is offered as a guide, not a scientific analysis.

After completing this package you should have a realistic idea about how well prepared you are to deal with job conditions in the occupations that you selected for additional study. You will know what to expect in this type of employment. Each unit is designed to give you a better understanding of trade workplaces. This copy will be yours to keep. You may write notes in it as you wish.

You should consider a wide variety of occupations, including some that you might never consider if you judge them on title alone.

Most of the questions involve value judgements. There are no right or wrong answers. Scoring, analyses, and summaries have been provided to help you. To get the most out of this package, it is very important that you explore occupations and discuss your concerns and questions with someone who understands the trade you are considering. Seek as much information as possible about different occupations before making a career decision.

UNIT ONE

OCCUPATIONAL COMPATIBILITY: A SELF-EVALUATION

OCCUPATIONAL COMPATIBILITY: A SELF-EVALUATION

OBJECTIVES: When you finish this unit you should know:

- Some factors about yourself that you should consider before selecting an occupation
- Some minimum job requirements
- Some characteristics about occupations

SOME THINGS TO THINK ABOUT WHILE YOU COMPLETE THIS UNIT

You, like every person, have likes and dislikes, beliefs, values, and other characteristics that make you unique.

OCCUPATIONAL COMPATIBILITY QUESTIONNAIRE

The following questions apply to many occupations. Answer the question "A" if the question is true or if you are willing to accept the situation as described. Answer the question "B" if the question is false or if you are not willing to accept the situation as described.

A = TRUE or ACCEPTABLE

B = FALSE or UNACCEPTABLE

_____ 1. Do you have or expect to have a high school diploma?

_____ 2. Are you willing to invest time and/or money to attend full-time or part-time training outside of your regular work hours?

_____ 3. Will you consider a job if it is in one of a few acceptable locations where you would be willing to live?

_____ 4. Do you prefer to work with things, using manual skills to produce the product of your labor?

_____ 5. Do you prefer your efforts to be directly helpful to people?

_____ 6. Do you prefer to work alone, with little or no contact with other people?

_____ 7. Do you prefer to produce a tangible product that you can see and touch when you are done working?

_____ 8. Do you like to express yourself and to work based upon your own ideas?

_____ 9. Do you prefer working as part of a team, interacting to jointly produce a product?

_____ 10. Do you like to work where you are closely supervised and your performance and work standards are closely controlled by a supervisor?

_____ 11. Do you like to direct the activities of others, being responsible for their productivity?

_____ 12. Do you prefer to work at one specific work area?

_____ 13. Are you willing to work shifts scheduled to work outside of the normal daylight schedule and/or overtime?

_____ 14. Are you willing to work outside regardless of the weather conditions or indoors where subject to temperature extremes?

_____ 15. Are you willing to accept the responsibility for making key decisions involving property, finances, or human safety and welfare?

_____ 16. Are you willing and able to perform continued lifting, standing, and walking?

_____ 17. Are you willing and able to work with detailed technical data, numbers, or written materials on a continuous basis.

_____ 18. Are you willing to do the same task on a continuous basis (jobs requiring repetitious work)?

_____ 19. Are you good at motivating others?

_____ 20. Do you have a competitive nature?

UNIT 2

SCORING AND COMPARING YOUR OCCUPATIONAL COMPATIBILITY

SCORING AND COMPARING YOUR OCCUPATIONAL COMPATIBILITY

OBJECTIVES: When you have completed this unit, you should know:

- Some occupations with characteristics and requirements compatible with your characteristics and qualifications
- Some occupations with characteristics and requirements incompatible with your characteristics and qualifications

SOME THINGS TO THINK ABOUT WHILE COMPLETING THIS UNIT

When selecting an occupation, you should try to match your characteristics with jobs that contain or use or need those characteristics.

All jobs have characteristics. The same characteristic that is good for one person might be bad for another person.

SCORING YOUR OCCUPATIONAL COMPATIBILITY

1. Make a copy of this page.
2. Transfer your answers from your self-evaluation in Unit 1 to the chart on the copy. Trim the bottom off or fold under the bottom of the copy even with the bottom of the chart.
3. Select one occupation you think you might be interested in as a career.
4. Use the copy of your chart to compare your answers with the answers on the scoring tables for over 200 occupations listed in Appendix A.
5. Count the number of matches. Score one (1) point for each match.
6. Divide your number of matches by 20. This is your compatibility score with that particular occupation expressed in a percentage.
7. The higher the percentage the greater the compatibility.
8. Select different occupations and score your survey as it matches the key for each occupation.
9. Score all of the occupations that sound interesting to you.
10. Score several occupations at random by sliding your chart down the rows of the occupation list and watching for occupations with a high number of matches.
11. Keep scoring until you find several where you have scored over 80%.
12. Score as many additional occupations as you wish.
13. Once you have found some occupations for which you are compatible you are ready to move on to Unit 3.

YOUR NAME	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

UNIT 3

ANALYZING YOUR COMPATIBILITY SCORE

ANALYZING YOUR COMPATIBILITY SCORE

OBJECTIVES: After finishing this unit you will know:

- How the questions in the personal survey relate to a specific occupation
- Which occupations are still possible choices for you

ANALYSES

Select one of the occupations you have scored in Unit 3. Read each survey question and the explanation that follows. Compare your answer and consider if you agree with your original answer. Make adjustments to your score for that occupation if appropriate. Do not change your answer on your survey chart unless you mismarked it at the beginning.

_____ **1. Do you have a high school diploma?**

Most occupations require persons who can function at least the high school level. If you do not have a high school diploma you will have a hard time convincing an employer that you have mastered the basic skills needed to learn the specific skills needed to be productive in that line of work.

People who do not have a high school diploma should enroll in an adult high school, External Diploma, or General Education Diploma (GED) program.

_____ **2. Are you willing to invest time and/or money to attend full-time or part-time training outside of your regular work schedule?**

Apprenticeship occupations have two training components. One part is hands-on or, on-the-job training (OJT). The other part is related instruction (RI), typically classes meeting one or two nights a week for 3 or 4 years. Since the employer has agreed to give you field training while working, s/he expects and often requires you to attend the RI classes on your own time. This is one way you can demonstrate that you are worth the company's investment in training you.

_____ **3. Would you consider a job opportunity if it is available in only a few acceptable locations in which you would be willing to live?**

Some occupations have limited application and can only be done where there is a concentration of special materials or clients in need of those skills. Many people have very strong ties to the community they live in and want to find employment that will allow them to keep those ties intact.

_____ **4. Do you prefer to work with things; to use manual skills to produce the product of your labor?**

People who work with their hands and who are dexterous usually enjoy using those skills at work. Jobs that are marked with an "A" on the answer key, require workers to use manual skills extensively throughout the workday. People who consider themselves clumsy, probably don't want to spend 8 hours a day feeling that way.

____ **5. Do you prefer your efforts to be directly helpful to people?**

Several occupations, like the medical and law enforcement fields, have an immediate and direct impact upon the customer. Manufacturing and construction jobs are generally far removed from the customer. Some persons choose a career that will allow them to serve a higher purpose while earning a living for themselves.

____ **6. Do you prefer to work alone, with little or no contact with other people?**

Persons who are very social like to have the opportunity to have person to person contact during the course of their day. Other people prefer to work alone where they can really "get into" their work and be productive without interruptions. Jobs working with people often involve switching between tasks several times before anyone of them is completed. Jobs where you work alone usually allows you to complete one task before starting the next.

____ **7. Do you feel it is important to produce a tangible product, one that you can see and touch when you are done working?**

Most people find it rewarding to look back upon their hard work and see that they have accomplished something of value. In occupations that produce a physical product like a car or a house it is easy to take pride in what you have helped to create. Occupations that provide services to others, especially services for other businesses, do not have tangible, lasting "fruits of labor" and may not give you a sense of accomplishment.

____ **8. Do you desire to express yourself and work based upon your own ideas?**

Most jobs require you to follow instructions and work patterns as established by others. Persons who prefer to forge their own path and find their own way through or around a problem may feel suffocated in a job with regimented routines, policies, and a constant stream of instructions.

____ **9. Do you prefer working as part of a team, interacting to jointly produce a product?**

Many jobs require each employee to be directly responsible for doing their own work. Jobs that are done in teams requires the employees to share in the work, the success, and the failure of the team as a whole. Team work requires greater people to people skills.

____ **10. Do you like to work where you are closely supervised and your performance and work standards are closely controlled by a supervisor?**

Construction and manufacturing jobs have very exacting standards that must be met to produce a finished product that conforms to rigid specifications and productivity rates. Service jobs provide the customer some type of assistance which varies with each customer and each new assignment.

____ **11. Do you like to direct the activities of others; being responsible for their productivity?**

Most jobs that require a number of persons to work together to complete a task has someone responsible for coordinating the efforts, assigning tasks, and insuring that everyone does their share. Often this is a foreman or supervisor. They usually answer to a higher authority but to persons who work for them the foreman is The BOSS.

____ **12. Do you prefer to work at one specific work area?**

Construction jobs usually offer a wide range of work settings each day. Factory and office work usually require the worker to be at the same work station all day and often every day with little or no change.

____ **13. Are you willing to work shifts scheduled outside of the normal daylight schedule and/or overtime?**

Be sure to consider the nature of the product or service produced in a particular occupation. Occupations that deal with emergencies and items considered to be necessities must be willing to work when needed regardless of the hour of the day.

____ **14. Are you willing to work outside regardless of the weather condition or indoors where subject to temperature extremes?**

Everyone likes to have pleasant comfortable working conditions, but in some occupations that is not always possible. Be sure to check the specific working conditions and how often uncomfortable conditions are incurred on the job.

_____ **15. Are you willing to accept the responsibility for making key decisions involving property, finances, or human safety and welfare?**

While all jobs require each employee to be responsible for safeguarding equipment and not jeopardizing the lives or work of others, some jobs have the added responsibility of protecting the lives and property of others. Proper training in that field will make you able to make the proper decisions but you must be willing to make those choices for others.

_____ **16. Are you willing and able to do continued lifting, standing, and walking?**

Most all jobs have some type of physical tasks involved but some have a high percentage of the time spent doing physical work. Be sure to consider the exact type of physical work required. (Postal Carriers do a lot of walking, dock workers do a lot of lifting, etc.)

_____ **17. Are you willing and able to work with detailed technical data, numbers, or written materials on a continuous basis?**

Constant work with technical data, numbers, and written work can become boring and monotonous. Persons who like the challenge of the accuracy and mental manipulation of facts are better suited for occupations like accounting and sales work.

_____ **18. Are you willing to do the same task on a continuous basis (jobs requiring repetitious work)?**

Even occupations that include technical blueprint reading, demanding accuracy, and precision work can include a lot of repetitious work as the primary component. Bricklaying is one such occupation.

_____ **19. Are you good at motivating others?**

All work situations can benefit from coworkers encouraging each other to do a better job or be more productive, but occupations like counselors, and office managers require the individual worker to routinely motivate others to improve themselves and or their job performance.

_____ **20. Do you like to compete with others?**

Some jobs offer specific advantages to persons who actively seek to do more or better than others; some jobs, like lawyers, require persons to be able to compete and win on a regular basis.

THINGS TO THINK ABOUT AS YOU COMPLETE THIS UNIT

Your original compatibility score may be raised or lowered if you change your answers after you consider the survey question in the context of that occupation.

> EXAMPLE: You might have said False to #2 because you are not willing to attend apprenticeship classes, trade schools, or college. But you might change your answer to True if you find out that the training is available nearby and involves class just one night a week for a year.

Specific facts that may change your answers are just some of the things you will discover as you research your potential career choice.

Go to Unit 4 after reviewing the compatibility questions of each of the occupations that you are seriously considering.

UNIT 4

DISCOVERING MORE ABOUT YOUR SELECTED OCCUPATIONS

DISCOVERING MORE ABOUT YOUR SELECTED OCCUPATIONS

OBJECTIVES: When you complete this unit, you should know:

- Good things about your selected occupation
- Unsatisfactory things about your selected occupation

SOME THINGS TO THINK ABOUT WHILE COMPLETING THIS UNIT

The more you know about an occupation, both good and bad, the more likely you are to be satisfied with your decision to enter or not enter that career.

Seek specific information about the requirements to enter and succeed in an occupation.

Learn about the job security and demand for each occupation you are considering.

Explore the number of workers expected to be needed and the number of workers currently in training. (If an occupation expects 5000 new jobs but there are already 10,000 people in training you could have a rough time getting a job.)

Ask family, friends, and teachers to help you find someone working in an occupation that interests you.

Interview someone actively working in the trade you are considering. Ask them to review the scoring chart for that trade. Does s/he agree with the ratings? Discuss why or why not. Ask about any important characteristics or requirements that are missing regarding that trade.

A worksheet has been included here to help you keep track of the information you gather. Directions for filling out the worksheet follow on pages 18-20.

Make copies of the worksheet and use them to summarize the information you gather through your research.

OCCUPATIONAL RESEARCH WORKSHEET, PAGE 1

1. Occupation: _____

2. Compatibility score (See page 5.): _____

3. Number of job openings expected: _____
   3A. When? _____ 3B. Where? _____

4. Number of people currently in training for this occupation _____

5. Nature of work _____

   _____

6. Qualifications:
   6A. Age (if any) _____ 6B. Physical requirements? _____
   _____
   6C. Aptitudes _____
   (Mechanical, clerical, finger dexterity, etc.)
   6D. Interests _____

7. Personal equipment necessary? _____

8. Approximate cost of equipment if required: _____

9. Legal requirements? _____
   (Citizenship, no felony arrests, licenses, etc.)

10. Preparation required for lowest entry level? _____

    _____

11. Training required for continued employment and or advancement?

    _____

    _____

12. Cost of training? _____

13. Who pays? _____

14. List the reasons to choose or reject this occupation as a career choice using Page 2 of this worksheet.

OCCUPATIONAL RESEARCH WORKSHEET, PAGE 2

Occupation _____

Reasons to choose this career.	Reasons to reject this career.

OCCUPATIONAL RESEARCH WORKSHEET INSTRUCTIONS

1. Fill in the name of the occupation. Include closely related occupations. Example: Bricklaying - Mason

2. Fill in the compatibility score you received by scoring your personal survey (Unit 1) against the occupational key (Unit 3 and Appendix A) for this occupation.

3. Fill in the number of job openings expected in this occupation based upon your research.

   3A. Record the date or time period of when these openings are expected.

   3B. Be sure to check the resource to see if the job openings are expected nationwide or in specific areas and post that information on line 3B.

4. Once you know how many openings are expected in the near future you must consider how many other peoples are currently in training and will be available to fill those positions before you complete your training.

See..

- The Statistical Abstract of the United States
- Department of Labor and Statistics.
- Virginia Employment Commission/Apprenticeship Information Center

5. Check for official descriptions of the nature of the work done in an occupation, do not rely on what someone "thinks" they do. You want to know what a person does who works in that line of work. What are the major tasks, the pleasant things, and the unpleasant things. Which of these are done the most often? What are the important responsibilities and the less glamorous details? Would you be proud to tell others what you do?

See...

- Dictionary of Occupational Titles
- Apprenticeship brochures
- Help wanted ads

6. Qualifications: While most anyone can legally take any job, usually some qualifications must be met such as a minimum age or licensing requirements. Qualifications should be met for a greater potential for a satisfying and successful career such as interests. The greatest medical doctor would have had a miserable career as a veterinarian if the doctor hated animals.

   6A. List minimum and maximum age requirements per your resources. There must be significantly justifiable reasons for age requirements to be legal.

6B. Physical Requirements: While most jobs require you to be in good health you need to check the specific requirements to be sure you are able AND willing to meet those requirements.

6C. Aptitudes: What special skills or tendencies (if any) have been scientifically proven as advantageous to success in this field?

6D. Interests: Does this occupation have a particular appeal to persons with a special interest?

7. Personal equipment required: Most people wrongly assume that the employer will provide all the necessary tools and equipment for each employee. Most employers require their employees to provide the tools and minor equipment that they will use personally. These are often the items most likely to be lost, stolen, or damaged. The employer increases the company's profitability by forcing each employee to be more careful with items because the employee will have to pay the replacement costs.

8. Approximate cost of equipment required: Even if you are willing to purchase the needed equipment you have to be sure that you will be able to afford it. Be sure to find out the cost as well as a time table for when it is needed. Obviously the beginner could not be required to have all of the equipment before they even know how or when to use it.

   Electricians can get started with hand tools costing between $200 to $300 while auto mechanics require $2,000 to $3,000 worth of personal tools.

9. Legal Requirements: Some occupations require that you be a citizen of the United States. Many require you to obtain a certificate or a license. Be sure to note if these requirements must be met before you start training or sometime later.

10. Preparation (including training) required for lowest entry level: Most persons want to start working in their chosen occupation as soon as possible. You need to know the minimum requirements to get you employed in that occupation.

11. Training required for continued employment and or advancement: Once you have entered an occupation you will want to advance up to a level that supports a comfortable lifestyle. You need to know when and how you can get to that level. You should expect to get additional training periodically throughout your entire career, regardless of the occupation.
    (Note: numerous reports predict 70% to 80% of all workers will need additional training to remain employed in the year 2000. Many occupations, like teachers, already require periodic training just to keep present positions.)

12. Cost of training: This is especially important for entry level training because the odds are that you will be the one paying for it.

13. Who pays: Nearly all entry level training is paid for by the individual. Some government programs may be available to assist you based upon special needs. More and more employers are sponsoring employees to get the additional training they need by reimbursing their training expenses after successful completion or even payment in advance.

14. List the reasons to choose or reject this occupation as a career choice. To make a fair and honest assessment of an occupation you must consider the good and the bad. Remember to list items as they apply to you. This is where you can record personal judgements and assign different values to the data you have collected.

UNIT 5

ADDITIONAL RESOURCES TO HELP YOU CHOOSE

ADDITIONAL RESOURCES TO HELP YOU CHOOSE

OBJECTIVES: When you complete this unit, you should know:

- How to continue your research on career choices
- How to find job descriptions
- How to find apprenticeship information
- Where to get help to find an apprenticeable job

THINGS TO THINK ABOUT AS YOU COMPLETE THIS UNIT

The more information you have about an occupation the better. Your chances of having a satisfying and successful career is very closely tied to the amount of information considered.

Your decision can be guided by others, but you must be the one to place value judgements on different aspects of each occupation. You must choose what is right for you.

LIST OF ACTIVITIES TO HELP YOU CHOOSE

Complete at least 3 activities for your selected career from the following list before you make a final decision.

- Job shadowing - Spend a day following someone as they go through their normal workday.

- Cooperative work experience - Work part time with an employer who has agreed to provide work experiences correlated with your classroom lessons.

- Mentoring - An experienced worker agrees to provide guidance, counseling, and tutoring, to a person pursuing the same or similar career. The mentor usually works with only one student and follows the student for months, and sometimes years.

- High school apprenticeships - High school students, over 16 years old, can enter into apprenticeship agreements where they attend adult related instruction and receive on the job training as prescribed by Virginia Department of Labor and Industry.

- Work part time - You can gain hands-on insight to any occupation by obtaining part time employment in that field.

- Volunteer work/participation - Seek opportunities to do volunteer work for the community or public agencies to work as an assistant or helper to persons working in the occupation you're considering.

- Take adult education courses - offered in almost every community by the local public school system and/or colleges. They offer a quick, economical, and rewarding look into careers. Many adult education programs even include workshops specifically designed to provide insight on careers in various occupations.

- Attend job fairs - Go to job fairs and really participate: interview the people giving presentations and talk with the other people there. Ask what they do, why are they there, and give them a chance to tell you about their success or failure in their career choices.

- View promotional tapes - All career centers and most employment information offices have videos designed to give you a look into specific careers, usually ones that need a lot of new entrants.

- Call the library - Most public libraries have a reference section that will answer one or two specific questions over the phone. If you desire more information they will give you the name of the source and you can go in and read more for yourself. The Fairfax County Library Reference Line is 703-246-2741.

- Visit the local library - There is a wide variety of occupational information available from reference resources which you can view in the library even without a library card. Go to the reference desk and ask to see.....

  - The Dictionary of Occupational Titles, Dept. of Labor
  - Occupational Outlook, Dept. of Labor
  - Occupational Quarterly, Dept. of Labor
  - Virginia Views, VA Department of Labor and Industry
  - Employment & Earnings, Bureau of Labor Statistics
  - College Profiles, Peterson
  - Employment subscriptions (help wanted ads) such as National Business Weekly, Federal Career Opportunities
  - Statistical Abstract of the United States

- Find out what tasks are done in a specific occupation not listed in the keys in Appendix A. Job descriptions can be obtained from:
  - The Dictionary of Occupational Titles
  - Libraries
  - High school career centers
  - Employment offices
  - Help wanted ads
  - Apprenticeship Office (703-506-2300)
  - Virginia Employment Commission/Apprentice Information Center (703-823-4135)
  - Department of Labor and Industry (703-691-0351)
  - Fairfax County Public Schools, Adult Ed (703-506-2200)
  - Bureau of Apprenticeship and Training (Federal) (202-535-0540)
  - Bureau of Labor Statistics, Information Officer (202-523-1208)
  - Virginia Views
  - Occupational Quarterly, published by U.S. Dept. of Labor
  - Women's Bureau, U.S. Dept. of Labor (202-523-8913)
  - People employed in the occupation of interest
  - Trade and professional associations
  - Trade and professional magazines
  - Teachers
  - College catalogues
  - Occupational training course outlines
  - National Directory of Associations

APPENDIX A

SCORING KEY FOR OCCUPATIONS

Note: The information on this chart is based on information from Occupational Quarterly, U.S. Department of Labor, Spring, 1975. It is a guide, based on the occupations as they were nationwide. Keys for specific occupations should be updated, based on interviews with people currently in the trade (while completing Unit 4) or based on the way a trade operates in a specific region of the Commonwealth. Keys for additional occupations can be developed using information from the Virginia Employment Commission or the Dictionary of Occupational Titles.

COMMON JOB CHARACTERISTICS AND REQUIREMENTS

1. Occupations marked with an A generally require a high school diploma or equivalent for job entry. Occupations marked with a B generally do not.

2. Occupations marked with an A generally require significant technical training, the completion of an apprenticeship, or college degrees. Occupations marked with a B generally do not.

3. Occupations marked with an A generally have job opportunities available in most geographical locations. Occupations marked with a B generally are highly concentrated in a few locations and will limit your choices of where to live.

4. Occupations marked with an A generally involve a lot of manual dexterity (focus on physical manipulation of items, not on strength and endurance). Occupations marked with a B generally involve using your mind to solve problems or perform tasks.

5. Occupations marked with an A generally provide assistance to people in a helping relationship and provide life enhancement. Occupations marked with a B generally focus on things and processes rather than on people.

6. Occupations marked with an A generally require pleasing personalities and ability to get along with others. Occupations marked with a B generally require less daily interaction with the public.

7. Occupations marked with an A generally produce physical products. Occupations marked with a B generally work with concepts, ideas, and other intangibles.

8. Occupations marked with an A generally offer the freedom to use your own ideas and self-expression. Occupations marked with a B generally require you to follow the directions of others and/or proscribed procedures.

9. Occupations marked with an A generally require you to work as part of a team, interacting with other employees while performing work. Occupations marked with a B generally require you to work independently applying your own initiative, self-discipline, and organizational skills.

10. Occupations marked with an A generally are closely supervised with job performance and work standards controlled by a supervisor. Occupations marked with a B generally have little direct supervision and work processes are less clearly defined (each task requires a unique way of completion).

11. Occupations marked with an A generally entail supervisory responsibilities and directing the activities of others. Occupations marked with a B generally do not include responsibilities for the activities of others.

12. Occupations marked with an A generally are physically located at one work setting and confine the worker to a limited work area. Occupations marked with a B generally offer a variety of work stations and/or locations.

13. Occupations marked with an A generally require overtime and shift work other than normal daytime shifts. Occupations marked with a B generally require you to work 8 daylight hours, Monday through Friday.

14. Occupations marked with an A generally require outside work exposed to weather conditions or subjection to temperature extremes. Occupations marked with a B generally require work in comfortably controlled environments.

15. Occupations marked with an A generally require a high level of responsibility making key decisions involving property, finances, or human safety and welfare. Occupations marked with a B generally do not require involvement in key decisions.

16. Occupations marked with an A generally require physical stamina to perform continued lifting, standing, and walking. Occupations marked with a B generally have less emphasis on physical stamina.

17. Occupations marked with an A generally require work with details, technical data, numbers, or written materials on a continuous basis. Occupations marked with a B generally focus on people, ideas, or things rather than details.

18. Occupations marked with an A generally require performance of the same task on a continuing basis (repetitious work). Occupations marked with a B generally provide a variety of tasks.

19. Occupations marked with an A generally require the ability to influence and/or modify the actions of others. Occupations marked with a B generally do not.

20. Occupations marked with an A generally require a competitive nature and job advancement is contingent on winning out over others. Occupations marked with a B generally require work independent of the work of others with your advancement is determined by your own merits.

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
FOUNDRY OCCUPATIONS																				
Patternmakers	A	A	A	A	B	B	A	B	A	A	B	A	B	B	B	B	A	B	B	B
Molder	B	A	A	A	B	B	A	B	A	A	B	A	B	B	B	B	A	B	B	B
Coremaker	B	A	A	A	B	B	A	B	A	A	B	A	B	B	B	B	A	B	B	B
MACHINING OCCUPATIONS																				
All-round Machinist	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	A	A	B	B
Instrument Makers (Mech.)	A	A	B	A	B	B	A	B	A	A	B	B	B	B	B	B	A	B	B	B
Machine Tool Operators	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	A	A	B	B
Machine Tool Set Up Workers	A	A	B	A	B	B	A	B	B	B	B	A	B	B	B	A	A	B	B	B
Tool-and-Die Makers	B	A	B	A	B	B	A	B	B	A	B	A	A	B	B	B	A	A	B	B
PRINTING OCCUPATIONS																				
Bookbinders	A	A	A	A	B	B	A	B	B	B	B	A	B	B	B	B	B	A	B	B
Composing Room Workers	A	A	B	A	B	B	B	B	A	A	B	A	A	B	B	B	A	A	B	B
Electrotyper and Stereotyper	A	A	B	A	B	B	A	B	A	A	B	A	A	B	B	B	A	A	B	B
Lithographic Workers	A	A	B	A	B	B	B	B	A	A	B	A	A	B	B	B	A	A	B	B
Photoengravers	A	A	B	A	B	B	A	B	A	B	B	A	A	B	B	B	A	A	B	B
Print. Press Operators/Asst's	A	A	B	A	B	B	B	B	A	B	B	B	A	B	B	A	B	B	B	B
OTHER INDUSTRIAL OCCUPATIONS																				
Assemblers	B	B	B	A	B	B	B	B	A	A	B	A	B	B	B	B	B	A	B	B
Automobile Painters	B	A	A	A	B	B	A	B	B	A	B	A	B	B	B	B	B	A	B	B
Automobile Trimmer/Installer	B	B	A	A	B	B	A	B	B	B	B	A	B	B	B	B	B	A	B	B
Blacksmiths	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B	B
Blue-collar-worker Supervisor	A	B	A	B	B	A	B	B	A	A	A	B	A	B	A	B	B	B	B	B
Boilermakers	B	A	A	A	B	B	A	B	A	B	B	B	B	A	B	A	A	B	B	B
Electroplaters	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	B	B	A	B	B
Forge Shop Workers	B	B	A	A	B	B	A	B	A	A	B	A	B	B	B	A	B	A	B	B
Furnace Tenders	B	B	A	A	B	B	B	B	B	B	B	B	A	B	B	B	B	B	B	B
Furniture Upholsterers	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	B	B	A	B	B
Inspectors (Manufacturing)	B	B	B	A	B	B	B	B	B	A	B	A	A	B	B	B	A	A	B	B
Millwrights	B	A	A	A	B	B	A	B	A	A	B	B	B	B	B	A	A	B	B	B
Motion Picture Projectionists	B	A	A	A	B	B	B	B	B	B	B	A	A	B	B	B	B	A	B	B
Photographic Lab. Worker	B	B	A	A	B	B	A	B	B	B	B	A	B	B	B	B	A	A	B	B
Power Truck Operators	B	B	A	A	B	B	B	B	A	A	B	B	B	B	B	B	B	A	B	B
Production Painters	B	B	A	A	B	B	B	B	A	A	B	A	B	B	B	B	B	A	B	B
Stationary Engineers	A	A	A	A	B	B	B	B	B	B	B	B	A	B	B	B	A	B	B	B
Wastewater Treat. Plant Oper.	B	B	A	A	B	B	B	B	B	B	B	B	A	A	B	A	A	B	B	B
Welder and Oxygen Arc Cutter	B	B	A	B	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
OFFICE OCCUPATIONS–CLERICAL																				
Bookkeepers	A	B	A	B	B	B	B	B	A	A	B	A	B	B	B	B	A	A	B	B
Cashiers	B	B	A	B	B	A	B	B	B	A	B	A	B	B	B	B	A	A	B	B
File Clerks	A	B	A	B	B	B	B	B	A	A	B	B	B	B	B	B	A	A	B	B
Hotel Front Office Clerks	A	B	A	B	A	A	B	B	B	B	B	A	A	B	B	B	A	B	B	B
Office Machine Operators	A	B	A	A	B	B	B	B	A	A	B	A	B	B	B	B	A	A	B	B
Postal Clerks	B	B	A	A	B	B	B	B	A	B	B	A	A	B	B	A	B	A	B	B
Receptionists	A	B	A	B	A	A	B	B	B	B	B	A	B	B	B	B	B	B	B	B
Shipping and Receiving Clerks	B	B	A	A	B	B	B	B	A	A	B	A	B	B	B	A	B	A	B	B
Statistical Clerks	A	B	A	B	B	B	B	B	A	A	B	A	B	B	B	B	A	A	B	B
Stock Clerks	B	B	A	A	B	B	B	B	A	A	B	B	B	B	B	A	B	B	B	B
Stenographers	A	B	A	A	B	B	A	B	B	A	B	A	B	B	B	B	A	A	B	B
Typists	A	B	A	A	B	B	A	B	B	A	B	A	B	B	B	B	A	A	B	B
OFFICE OCCUPATIONS–COMPUTER																				
Computer Operators	A	B	A	A	B	B	B	B	A	A	B	A	A	B	B	B	A	A	B	B
Programmers	A	A	A	B	B	B	B	B	A	B	A	A	B	B	B	B	A	B	B	B
Systems Analysts	A	A	A	B	B	B	B	B	A	B	B	B	B	B	B	B	A	B	B	B
OFFICE OCCUPATIONS–BANKING																				
Bank Clerks	A	B	A	A	B	B	B	B	A	A	B	A	B	B	B	B	A	A	B	B
Bank Officers	B	A	A	B	A	A	B	B	B	B	A	B	B	B	A	B	A	B	B	B
Bank Tellers	A	B	A	A	A	A	B	B	B	A	B	A	B	B	B	B	A	B	B	B
OFFICE OCCUPATIONS–INSURANCE																				
Actuaries	B	A	B	B	B	B	B	A	B	B	B	A	B	B	B	B	A	A	B	B
Claim Adjusters	A	B	A	B	A	A	B	B	B	B	B	B	A	B	B	B	A	B	B	B
Claim Examiners	A	B	A	B	B	B	B	B	B	B	A	B	B	A	B	B	A	A	B	B
Underwriters	B	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	A	B	B	B
OFFICE OCCUPATIONS–ADMINIST.																				
Accountant	B	A	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	A	B	B
Advertising Workers	B	A	B	B	B	B	B	A	A	B	B	B	A	B	B	B	B	B	A	A
City Managers	B	A	A	B	A	B	B	B	A	B	A	B	B	B	A	B	A	B	B	B
Coll. Student Personnel Worker	B	A	A	B	A	A	B	B	A	B	A	B	B	B	A	B	B	B	A	B
Credit Officials	A	B	A	B	B	B	B	B	B	B	A	A	B	B	A	B	A	A	B	B
Hotel Managers and Assistants	B	A	A	B	A	B	B	B	B	B	A	B	A	B	A	B	A	B	B	B
Industrial Traffic Managers	B	A	A	B	B	B	B	B	B	B	A	B	B	B	A	B	A	B	B	B
Lawyers	B	A	A	B	A	B	B	A	B	B	B	B	A	B	A	B	A	B	A	A
Marketing Research Workers	B	A	B	B	B	B	B	B	A	B	B	B	B	B	B	B	A	B	B	A
Personnel Workers	B	A	A	B	A	A	B	B	A	B	A	B	B	B	A	B	A	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
OFFICE OCC.–ADMINIST. (CONT.)																				
Public Relations Workers	B	A	B	B	B	B	B	A	A	B	B	B	A	B	B	B	A	B	A	A
Purchasing Agents	B	A	A	B	B	B	B	B	B	B	A	B	B	B	A	B	A	B	A	A
SERVICE OCCUPATIONS–CLEANING																				
Building Custodians	B	B	A	A	B	B	B	B	B	A	B	B	B	B	B	A	B	B	B	B
Hotel Housekeeper & Assistant	B	B	A	B	A	B	B	B	B	B	A	B	B	B	B	B	A	B	B	B
Pest Controllers	A	B	A	A	B	B	B	B	B	B	B	B	B	A	B	A	B	B	B	B
SERVICE OCCUPATIONS–FOOD																				
Bartenders	B	B	A	B	A	A	B	B	B	B	B	A	A	B	B	B	B	B	B	B
Cooks and Chefs	B	A	A	A	A	B	B	B	A	B	A	B	A	B	B	B	B	B	B	B
Meatcutters	B	A	A	A	B	B	B	B	B	B	B	A	B	B	B	A	B	A	B	B
Waitpersons	B	B	A	A	A	A	B	B	A	B	B	B	A	B	B	A	B	B	B	B
SERVICE OCCUPATIONS–PERSONAL																				
Barbers	B	A	A	A	A	A	A	B	B	B	B	A	B	B	B	B	B	A	B	B
Bellhops and Bell Captains	B	B	A	A	A	A	B	B	B	B	B	B	A	B	B	A	B	B	B	B
Cosmetologists	B	A	A	A	A	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B
Funeral Directors	B	A	A	B	A	A	B	B	B	B	A	B	A	B	B	B	B	B	B	B
Private Household Workers	B	B	A	A	A	B	B	B	B	A	B	B	B	B	B	A	B	B	B	B
SERVICE OCC.–PROTECTION																				
FBI Special Agents	B	A	B	B	A	A	B	B	A	B	B	B	A	B	A	A	A	B	B	B
Firefighters	A	B	A	A	A	B	B	B	A	B	B	B	A	A	B	A	B	B	B	B
Guards	B	B	A	B	B	B	B	B	B	B	B	B	A	B	A	A	B	B	B	B
Police Officers	A	B	A	B	A	A	B	B	B	A	B	B	A	A	A	A	A	B	B	B
State Police Officers	A	B	A	B	A	A	B	B	B	A	B	B	A	A	A	A	A	B	B	B
Health and Reg. Inspector	B	A	A	B	B	B	B	B	B	B	B	B	B	B	A	B	A	B	A	B
Construction Inspectors	A	A	A	B	B	B	B	B	B	B	B	B	B	A	A	A	A	B	B	B
SERVICE OCCUPATIONS–OTHER																				
Mail Carriers	B	B	A	A	A	B	B	B	B	B	B	B	B	A	B	A	B	B	B	B
Telephone Operators	A	B	A	A	A	B	B	B	B	B	B	A	A	B	B	B	B	B	B	B
EDUCATION OCC.–TEACHING																				
K-6 School Teachers	B	A	A	B	A	A	B	A	B	B	A	B	A	B	A	B	B	A	A	B
Secondary School Teachers	B	A	A	B	A	A	B	A	B	B	A	B	A	B	A	B	B	B	A	B
College and University Teachers	B	A	A	B	A	A	B	A	B	B	A	B	B	B	B	B	B	B	A	B
EDUCATION OCC.–LIBRARY																				
Librarians	B	A	A	B	A	B	B	B	B	B	B	B	A	B	B	B	A	B	B	b
Library Technicians	B	A	A	A	A	B	B	B	A	B	B	B	A	B	B	B	A	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
SALES OCCUPATIONS																				
Auto Parts Counter Worker	B	B	A	A	A	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B
Auto Salesworkers	A	B	A	B	A	A	B	B	B	B	B	B	A	B	B	B	B	A	A	A
Auto Service Advisers	A	B	A	B	A	A	B	B	A	B	B	B	B	B	B	B	B	B	B	B
Gas Station Attendants	B	B	A	A	A	B	B	B	B	B	B	B	A	B	B	A	B	B	B	B
Insurance Agents and Brokers	A	B	A	B	A	A	B	B	B	B	B	B	A	B	B	B	A	B	A	A
Manufacturers' Salesworkers	B	A	A	B	A	A	B	B	B	B	B	B	A	B	A	B	A	B	A	A
Models	A	B	B	A	B	A	B	B	A	B	B	B	A	B	B	A	B	B	B	A
Real Estate Sales/Broker	A	B	A	B	A	A	B	B	B	B	B	B	A	B	A	B	A	B	A	A
Retail Trade Salesworkers	B	B	A	A	A	A	B	B	B	B	B	B	A	B	B	B	B	B	A	A
Route Workers	B	B	A	B	A	A	B	B	B	B	B	B	A	A	B	A	B	B	A	B
Securities Salesworkers	B	A	A	B	A	A	B	B	B	B	B	B	A	B	A	B	B	B	A	A
Wholesale Trade Salesworkers	A	B	A	A	A	A	B	B	B	B	B	B	A	B	B	B	A	B	A	A
CONSTRUCTION OCCUPATIONS																				
Asbestos & Insulating Workers	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	A	B	B
Bricklayers	B	A	A	A	B	B	A	B	A	B	B	B	B	A	B	A	B	B	B	B
Carpenters	B	A	A	A	B	B	A	B	A	B	B	B	B	A	B	A	B	B	B	B
Cement Mason/Con. Finisher	B	A	A	A	B	B	A	B	A	B	A	B	A	A	B	A	B	B	B	B
Construction Laborers/Helpers	B	B	A	A	B	B	B	B	A	A	B	B	A	A	B	A	B	A	B	B
Electricians	B	A	A	A	B	B	A	B	A	B	B	B	A	A	B	A	B	B	B	B
Elevator Constructors	B	B	A	A	B	B	A	B	A	B	B	B	B	B	B	A	B	B	B	B
Floor Covering Installers	B	A	A	A	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B	B
Glaziers	A	A	A	A	B	B	A	B	B	B	B	B	B	A	B	A	B	B	B	B
Lathers	B	A	A	A	B	B	B	B	A	B	B	B	B	B	B	A	B	B	B	B
Marble/Tile/Terrazzo Setter	B	B	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B	B
Operating Engineers	A	A	A	A	B	B	A	B	B	B	B	B	B	A	A	A	B	B	B	B
Painters and Paperhangers	B	A	A	A	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B	B
Plasters	B	A	A	A	B	B	A	B	A	B	B	B	B	B	B	A	B	B	B	B
Plumbers and Pipefitters	B	A	A	A	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B	B
Roofers	B	A	A	A	B	B	A	B	B	B	B	B	B	A	B	A	B	B	B	B
Sheetmetal Workers	A	A	A	A	B	B	A	B	A	B	B	A	B	B	B	A	B	B	B	B
Stonemasons	B	A	A	A	B	B	A	B	B	B	B	B	B	A	B	A	B	B	B	B
Iron Worker and Machine Mover	B	A	A	A	B	B	A	B	A	B	B	B	B	A	B	A	B	B	B	B
TRANSPORTATION--AIR																				
Air Traffic Controllers	A	B	B	B	B	B	B	B	A	B	A	A	A	B	A	B	A	B	B	B
Air Craft Mechanics	A	A	B	A	B	B	B	B	A	B	B	B	B	A	A	B	A	B	B	B
Flight Attendants	A	B	B	A	A	A	B	B	A	B	B	B	A	B	B	A	B	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
TRANSPORTATION–AIR (CONT.)																				
Airline Dispatchers	B	A	B	B	B	B	B	B	A	B	A	B	A	B	A	B	A	B	B	B
Flight Engineers	A	B	B	A	B	B	B	B	A	B	A	B	A	B	A	B	A	B	B	B
Ground Radio Oper./Teletypist	A	B	B	B	A	B	B	B	A	B	B	A	B	B	A	B	A	B	B	B
Pilots and Copilots	A	B	B	A	B	B	B	B	A	B	A	A	A	B	A	A	A	B	B	B
Traffic Agents and Clerks	A	B	B	A	A	A	B	B	B	B	B	A	A	B	B	B	B	B	B	B
TRANSPORT.–MERCHANT MARINE																				
Merchant Marine Officers	B	A	B	B	B	B	B	B	A	B	A	B	A	B	A	A	B	B	B	B
Merchant Marine Sailors	B	B	B	A	B	B	B	B	A	A	B	B	A	A	B	B	A	B	B	B
TRANSPORTATION–RAILROAD																				
Brake Operators and Couplers	B	B	A	A	B	B	B	B	A	B	B	B	A	A	B	A	A	A	B	B
Bridge and Building Workers	B	B	A	A	B	B	A	B	A	A	B	B	B	A	B	A	B	B	B	B
Clerks	A	B	A	A	B	B	B	B	A	A	B	A	B	B	B	B	A	A	B	B
Conductors	B	B	A	B	A	A	B	B	B	B	A	B	A	B	B	A	B	A	B	B
Locomotive Engineers	A	B	A	A	B	B	B	B	B	B	A	A	A	A	A	A	A	B	B	B
Locomotive Firemen (Helpers)	A	B	A	A	B	B	B	B	A	A	B	B	A	A	B	A	B	A	B	B
Shop Trades Workers	B	A	A	A	B	B	B	B	A	A	B	B	B	A	B	B	B	B	B	B
Signal Department Workers	B	B	A	A	B	B	B	B	A	B	B	B	B	A	B	A	B	B	B	B
Station Agents	B	B	A	B	A	A	B	B	B	B	B	A	A	B	B	B	B	A	B	B
Telegraph/Phone/Tower Worker	B	B	A	A	B	B	B	B	A	A	B	A	A	B	B	B	B	B	B	B
Track Workers	B	B	A	A	B	B	A	B	A	A	B	B	B	A	B	A	B	B	B	B
TRANSPORTATION–DRIVING																				
Intercity Busdrivers	B	B	A	A	A	B	B	B	B	B	B	A	A	A	B	B	B	B	B	B
Local Transit Busdrivers	B	B	A	A	A	B	B	B	B	B	B	A	A	A	B	B	B	B	B	B
Local Truckdrivers	B	B	A	A	B	B	B	B	B	B	B	A	A	A	B	A	B	B	B	B
Long-distance Truckdrivers	B	B	A	A	B	B	B	B	B	B	B	A	A	A	B	A	B	B	B	B
Parking Attendants	B	B	A	A	A	B	B	B	B	B	B	A	A	A	B	A	B	B	B	B
Taxi Drivers	B	B	B	A	A	B	B	B	B	B	B	A	A	A	B	B	B	B	B	A
SCIENTIFIC/TECH–CONSERVATION																				
Foresters	B	A	A	A	B	B	B	B	B	B	A	B	A	A	A	A	B	B	B	B
Forestry Aides/Technicians	B	A	A	A	B	B	B	B	A	B	B	B	A	A	B	A	B	B	B	B
Range Managers	B	A	A	B	B	B	B	B	B	B	B	B	B	A	B	A	B	B	B	B
Soil Conservationists	B	A	A	B	B	B	B	A	B	B	B	B	B	A	B	A	A	B	B	B
SCIENTIFIC/TECH.–ENGINEERS																				
Aerospace	B	A	B	B	B	B	A	A	A	B	A	B	B	B	A	B	A	B	B	B
Agricultural	B	A	B	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B
Biomedical	B	A	B	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
SCIENTIFIC/TECH.–ENGINEERS																				
Ceramic	B	A	B	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B
Chemical	B	A	B	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B
Civil	B	A	A	B	B	B	A	A	A	B	A	B	B	B	A	B	A	B	B	B
Electrical	B	A	A	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B
Industrial	B	A	A	B	B	B	B	A	A	B	A	B	B	B	A	B	A	B	A	B
Mechanical	B	A	A	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B
Metallurgical	B	A	B	B	B	B	A	A	A	B	A	B	B	B	B	B	A	B	B	B
Mining	B	A	B	B	B	B	A	A	A	B	A	B	B	A	A	B	A	B	B	B
SCIENTIFIC/TECH–ENVIRONMENT																				
Geologists	B	A	B	B	B	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B
Geophysicists	B	A	B	B	B	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B
Meteorologists	B	A	B	B	B	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B
Oceanographers	B	A	B	B	B	B	B	A	A	B	A	B	B	A	B	B	A	B	B	B
SCIENTIFIC/TECHNICAL–LIFE																				
Biochemists	B	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B
Life Scientists	B	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B
Soil Scientists	B	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B	A	B	B	B
SCIENTIFIC/TECHNICAL–MATH																				
Mathematicians	B	A	A	B	B	B	B	A	B	B	B	A	B	B	B	B	A	B	B	B
Statisticians	B	A	A	B	B	B	B	A	A	B	B	A	B	B	B	B	A	B	B	B
SCIENTIFIC/TECH.–PHYSICAL																				
Astronomers	B	A	B	B	B	B	B	A	B	B	B	B	B	B	B	B	B	B	B	B
Chemists	B	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B	B	B	B	B
Food Scientists	B	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B	B	B	B	B
Physicists	B	A	A	B	B	B	B	A	B	B	B	B	B	B	B	B	B	B	B	B
SCIENTIFIC/TECH–TECHNICIANS																				
Broadcast Technicians	A	B	A	A	B	B	B	B	A	B	A	B	A	B	A	B	A	B	B	B
Drafters	B	A	A	B	B	B	B	B	A	A	B	A	B	B	B	B	A	B	B	B
Engineering/Science Tech.	B	A	A	A	B	B	B	B	A	A	B	B	B	B	B	B	A	B	B	B
Food Processing Technicians	B	A	A	A	B	B	B	B	A	A	B	B	B	B	B	B	A	B	B	B
Surveyors	A	A	A	B	B	B	B	B	A	B	A	B	B	A	B	B	A	B	B	B
MECHANICS/REPAIRERS–PHONE																				
Central Office Crafts	A	B	A	A	B	B	A	B	B	B	B	A	A	B	B	B	A	A	B	B
Line Installer/Cable Splicer	A	B	A	A	B	B	B	B	A	A	B	B	A	A	B	A	A	B	B	B
Telephone Installer/Repairer	A	B	A	A	B	B	B	B	A	B	B	B	A	A	B	A	A	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
MECHANICS/REPAIRERS–OTHER																				
HVAC & Refrigeration Mechanic	B	A	A	A	B	B	A	B	B	B	B	B	A	B	B	B	B	B	B	B
Appliance Repairers	B	B	A	A	B	B	B	B	B	B	B	B	B	B	A	B	B	B	B	B
Automobile Body Repairers	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B	B
Automobile Mechanics	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B	B
Boat Motor Mechanics	B	B	A	A	B	B	A	B	B	B	B	B	A	B	B	B	B	B	B	B
Bowling Pin Machine Mechanics	B	B	A	A	B	B	B	B	B	B	B	B	A	B	B	A	B	A	B	B
Business Machine Repairers	A	A	A	A	B	B	B	B	B	B	B	B	B	B	B	B	A	B	B	B
Computer Service Technicians	A	A	A	B	B	B	B	B	B	B	B	B	A	B	B	B	A	B	B	B
Diesel Mechanics	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	B	B	B
Dispensing Optician/Tech.	A	A	A	A	A	B	A	B	B	B	B	B	B	B	B	B	A	B	B	B
Electric Sign Repairers	B	B	A	A	B	B	A	B	B	B	B	B	A	A	B	A	A	B	B	B
Farm Equipment Mechanics	B	A	A	A	B	B	A	B	B	B	B	B	A	A	B	A	B	B	B	B
Industrial Machinery Repairer	A	A	A	A	B	B	B	B	B	B	B	B	A	B	B	A	A	B	B	B
Instrument Repairers	A	A	A	A	B	B	B	B	B	B	B	A	B	B	B	B	A	B	B	B
Jewelers & Jewelry Repairers	B	A	A	A	B	B	B	B	B	B	B	A	B	B	B	B	A	B	B	B
Locksmiths	B	B	A	A	B	B	B	B	B	B	B	B	B	B	B	B	A	B	B	B
Maintenance Electricians	B	A	A	A	B	B	A	B	B	B	B	B	A	B	B	B	B	B	B	B
Motorcycle Mechanics	B	B	A	A	B	B	A	B	B	B	B	B	B	B	B	B	B	B	B	B
Piano/Organ Tuners/Repairers	A	B	B	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
Shoe Repairers	B	B	A	A	B	B	A	B	B	B	B	A	B	B	B	A	B	A	B	B
TV & Radio Service Technician	B	A	A	A	A	B	A	B	B	B	B	B	B	B	B	B	A	B	B	B
Truck and Bus Mechanics	B	A	A	A	B	B	B	B	B	B	B	B	B	B	B	A	B	B	B	B
Vending Machine Mechanics	B	B	B	A	B	B	A	B	B	B	B	B	A	B	B	A	A	B	B	B
Watch Repairers	B	A	A	A	B	B	A	B	B	B	B	A	B	B	B	B	A	B	B	B
HEALTH OCCUPATIONS–DENTAL																				
Dentists	B	A	A	A	A	A	A	A	B	B	B	B	B	A	B	B	A	B	B	B
Dental Assistants	B	A	A	A	A	A	B	B	A	A	B	A	B	B	B	B	B	A	B	B
Dental Laboratory Technicians	A	A	B	A	B	B	A	B	A	A	B	A	B	B	B	B	A	A	B	B
HEALTH OCCUPATIONS–MEDICAL																				
Chiropractors	B	A	A	A	A	A	A	A	B	B	B	B	B	B	A	B	A	B	B	B
Optometrists	B	A	A	A	A	A	A	A	B	B	B	B	A	B	A	B	A	B	B	B
Osteopathic Physicians	B	A	A	A	A	A	A	A	B	B	B	B	A	B	A	B	A	B	B	B
Physicians	B	A	A	B	A	A	A	A	B	B	B	B	A	B	A	B	A	B	B	B
Podiatrists	B	A	A	A	B	B	A	A	B	B	B	B	B	B	A	B	A	B	B	B
Veterinarians	B	A	A	B	B	B	A	A	B	B	B	B	A	A	A	B	A	B	B	B

OCCUPATIONS	COMMON JOB CHARACTERISTICS AND REQUIREMENTS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
HEALTH OCCUPATIONS--SOCIOLOGY																				
Social Service Aides	B	B	B	B	A	A	B	B	A	A	B	B	A	B	B	B	B	B	B	B
Social Workers	B	A	A	B	A	A	B	B	B	B	A	B	B	B	A	B	B	B	A	B
ART OCCUPATIONS--PERFORMING																				
Actors and Actresses	B	A	B	B	B	B	B	A	A	B	B	B	A	B	B	B	B	B	B	A
Dancers	B	A	B	B	B	B	B	A	A	B	B	B	A	B	B	B	B	B	B	A
Musicians	B	A	B	B	B	B	B	A	A	B	B	B	A	B	B	B	B	B	B	A
Singers	B	A	B	B	B	B	B	A	A	B	B	B	B	B	B	B	B	B	B	A
ART OCCUPATIONS--DESIGNING																				
Architects	B	A	A	B	A	B	A	A	B	B	A	B	B	B	A	B	A	B	B	A
Commercial Artists	B	A	B	B	B	B	A	A	A	A	B	B	A	B	B	B	A	B	A	B
Display Workers	A	B	A	B	B	B	A	A	B	B	B	B	B	B	B	B	B	B	B	B
Floral Designers	B	B	A	A	B	B	A	A	B	B	B	A	B	B	B	B	B	B	B	B
Industrial Designers	B	A	B	B	B	B	A	A	A	B	B	B	B	B	B	B	B	B	B	B
Interior Designers	B	A	B	B	A	B	A	A	B	A	B	B	B	B	B	B	A	B	B	A
Landscape Architects	B	A	A	B	A	B	A	A	B	B	A	B	B	B	B	B	A	B	B	A
Photographers	A	A	A	B	B	B	A	A	B	B	B	B	B	B	B	B	A	B	B	A
Urban Planners	B	A	B	B	A	B	B	A	A	B	A	B	B	B	A	B	A	B	A	B
ART OCC.--COMMUNICATIONS																				
Interpreters	B	A	B	B	B	A	B	B	B	B	B	B	A	B	B	B	B	B	B	B
Newspaper Reporters	B	A	A	B	A	B	A	A	A	B	B	B	A	B	A	A	A	B	B	A
Radio and TV Announcers	A	B	A	B	B	B	B	B	B	B	B	A	A	B	B	B	B	B	A	A
Technical Writers	B	A	A	B	B	B	A	B	A	B	B	B	B	B	A	B	A	B	B	B